RESOURCE LIST

HANDICAPPED EMPLOYMENT PROGRAM

Copies of articles from this Resource List are available free of charge. For your convenience, we have included a detachable order form (section six) that may be mailed to:

The Handicapped Employment Program

400 University Avenue
Lobby Level
Toronto, Ontario
M7A 1T7

The Handicapped Employment Program hopes that you will retain the Resource List for future reference.

Should you require large quantities of information, please contact the Handicapped Employment Program Resource Centre at:

(416) 965-2321
TDD - (416) 965-2817

February, 1987.

CONTENTS

		Page
SECTION ONE	HEP BROCHURES	2
SECTION TWO	HEP INFORMATION KITS	4
SECTION THREE	ARTICLES	
	Affirmative Action	6
	Attitudes and Awareness	9
	Accommodations, Aids and Adaptations	14
	Disabilities - Physical	18
	- Mental Retardation	23
	- Learning Disabled	25
	- Mental Disorder	28
	Government as Employers	31
	Human Rights	32
	Information for Job Seekers	34
	Organized Labour	36
	Rehabilitation	38
	Statistics on Employment	42
	Transportation	44
	Women with Disabilities	45
SECTION FOUR	OUTREACH RECRUITMENT LISTS & EMPLOYER RESOURCE GUIDES	48
SECTION FIVE	FILMS & VIDEOS	50
SECTION SIX	ORDER FORMS	53

SECTION ONE

HEP BROCHURES

10 - HEP BROCHURES

10 HEP Employer Consulting Services

10F Peph Services de Consuliation Pour les Employeurs

11 HEP Information for Small Business

12 HEP Resources for Health Professionals

13 HEP Program Brochure (Describes the Overall Program)

13F Peph Services Offers Par Le Programme
(Décrit L'ensemble du Programme)

14 Opening the Door (Locating People with Disabilities)

15 Making A Match (Hiring People with Disabilities)

16 Accommodating Workers (Adaptations for People with Disabilities)

17 Measuring Up (Accessibility for People with Disabilities)

18 The Disabled Are Able (A Brochure for Trade Union Members)

18F Handicapés mais quand même capables
(Une Brochure Pour Membres Syndicaux)

SECTION TWO

HEP INFORMATION KITS

1400 - INFORMATION KITS

1401 Employer Kit

Comprehensive Information for Employers

1402 Job-Seeker Kit

Information for Disabled Job-Seekers

1403 Educator Kit

For School Administrators, Teachers, Guidance Counsellors

1404 Professional Kit

For Physicians, Health Professionals and Rehabilitation Specialists

1405 Barrier-Free Design Kit

Information About Accessibility and Job Aids

1406 Co-Worker Awareness Kit

Awareness and Attitude Training for Co-Workers

1407 Small Employer Kit

Hiring Approaches for Small Business

SECTION THREE

ARTICLES

100 - AFFIRMATIVE ACTION

100 Affirmative Action Employability - A Resource Guide
(Extract)

This direct article stipulates what Affirmative Action programs are.
(Canadian Human Rights Commission)

101 Training The Handicapped - Now It's Their Turn For Affirmative Action

This article discusses how Affirmative Action programs can be used to help handicapped job applicants or employees who have become disabled to be prepared for jobs.
(Personnel Journal - 1976)

102 The Disabled Employee: Separating Myth From Fact

The purpose of this article is to separate myth from fact about disabled individuals in order to promote Affirmative Action in employment.
(The Harvard Business Review - May - June 1977)

103 Hiring The Handicapped Fact And Fantasy

This article looks at the myths about handicapped job seekers. Through reference to current studies, most of these myths are laid to rest through factual evidence. Ideas for solutions are also examined.
(The Labour Gazette - April 1976)

104 Hiring The Handicapped Facts And Myths

This short article discusses myths about the handicapped which are found to be false assumptions. Through reference to the DuPont study the arguments are supported.
(American Mutual Insurance Alliance)

105 Hamilton Affirmative Action Project For The Physically Disabled - Evaluation - Fall 1983

This report is the evaluation of the activities in the Hamilton Affirmative Action Program from the date of August, 1979, to the date of September 1982. The purpose of the program was to develop and test approaches for co-ordinating community resources to support local employers in their efforts to increase employment and retention of disabled persons.
(Ontario Ministry of Labour - Ontario March of Dimes)

106 Affirmative Action - Consulting Service

This Bilingual pamphlet defines Affirmative Action and gives a brief overview of the consulting service available.
(Employment and Immigration Canada - 1984)

107 Introduction To Employing The Handicapped

This report is distributed by the Handicapped Employment Program to introduce Affirmative Action and give information about the handicapped to the employer.
(Handicapped Employment Program)

108 The Awareness Factor: A Management Skills Seminar

The authors describe a corporate management training program with an innovative approach to helping corporations meet the requirements of equal employment opportunity and Affirmative Action programs for disabled people. In this article, the rationale and description of the program's components, or modules, program evaluation initiatives and suggestions for the seminar's use are presented.
(Journal of Rehabilitation - Jan./Feb./March 1981)

109 Increasing Employment Of The Physically Disabled In Your Organization

This material provides some important points to be considered by an employer who is considering the development of an Affirmative Action program for the employment of the handicapped within his company. **(Handicapped Employment Program - 1981)**

110 Hire The Handicapped - Compliance Is Good Business

The authors provide information that can make compliance with the Rehabilitation Act, 1973 less difficult. They illuminate possible methods of promoting Affirmative Action, with examples from various corporations. The authors refer to why it is important to hire the handicapped and incorporate them into the business world. **(The Harvard Business Review - Jan./Feb. 1980)**

111 What It Takes - Planning An Employment Equity Program For People With Disabilities

This planning guide is meant to provide employers with a reference for implementing an employment equity program for people with disabilities. It helps to identify common obstacles and to develop an understanding that action must correlate to need in order to be most effective. Considering the steps described will assist any company ready to plan an employment equity program. **(Prepared for the Handicapped Employment Program - 1986)**

200 - ATTITUDES AND AWARENESS

200 Employer's Questions And Answers: Specific Disabilities And How To Cope

This report provides an overview of physical disabilities and their particular myths, negative attitudes, and barriers to employment. Suggestions are given to the employer on how to deal with these physical disabilities.
(Handicapped Employment Program) (Canada)

201 Disability Is No Handicap For DuPont

DuPont reports factual evidence on the value of its handicapped employees. This study of 1,452 employees, reveals that a high majority of disabled achieve average or better ratings for job performance, safety and attendance.
(California Governor's Committee for Employment of the Handicapped) (USA)

202 Last To Be Hired - First To Be Fired

The most important factors that discourage the handicapped who could work from finding a job are: attitudes, the state of the economy, and welfare laws which are a disincentive to work.
(Physiotherapy Canada - May/June 1978)

203 Handicapped In The Workplace

Physically handicapped employees feel their needs and human rights are far from being respected as they encounter hiring and attitude problems among employers.
(Business Journal/Outlook - 1979)

204 But Can They Do The Job

This article discusses how old habits and attitudes concerning disabilities die hard. The basic principle stressed is the ability of an individual to do a job today and the need for expanding equal employment opportunities. **(Human Rights - Spring 1980) (Canada)**

205 There Are No Handicapped

A disabled student writes for the Canadian Labour Congress on the abilities of the handicapped and the discrimination and misconceptions they face in looking for employment. **(Canadian Labour - June 1979)**

206 The Disabled Citizen - Royal Bank Letter - 1981

For far too long, a large proportion of our population has been deprived of full participation in society. In the U.N. International year of Disabled Persons, it's time for a change...
(Royal Bank of Canada - June 1981)

207 "Am More Than You See" - 1981

A guidebook from the Ontario Ministry of Labour, for employers hiring the physically disabled.
(Ontario Ministry of Labour - April 1981)

208 An Untapped Resource - 1981

The author shows that employing the disabled is good business in terms of; safety records, production, and quality of work.
(Canadian Banker and ICB Review - December 1981)

209 Tapping New Human Resources - 1981

This articles shows how we, in Canada, can make better use of an important part of our Human Resources to plan a brighter future, not only for the disabled who have been set apart from active society until now, but for all Canadians.
(Speech by Mr. DeLanux) (Fall 1981)

210 Integrating Disabled Employees Into The Workplace - 1981

Attitudes can have a profound effect on the disabled employee's integration into the business community. This excellent article explores the negative effects of labelling, pity, overprotection, imagined problems rejection, overvaluing achievements and social uneasiness in the presence of a disabled employee.

211 Will The Gains Of 1981 Be Lost?

Stripped of rhetoric and tokenism, will the intangible gains of 1981's International year of Disabled Persons bear fruit in years to come?
(Worklife 1981) (Canada)

212 The Employable Disabled: An Untapped Resource

The purpose of this article is to provide information that will encourage employers to fairly evaluate the abilities of disabled job applicants in order to draw from this neglected pool of talent.
(Labour Research Bulletin - Aug. 1981) (Canada)

213 Employment Of The Handicapped

This article examines the present situation of the physically and mentally handicapped, groups that have traditionally faced severe disadvantages in labour market competition.

(Labour Research Bulletin - June 1981) (Canada)

214 Managing And Employing The Hand_capped - The Untapped Potential

The authors have attempted to present a believable and workable body of knowledge and experience involving employment, management, and fuller utilization of people with disabilities.

215 Circuits UP! Creative Electronics Make A Difference In Employment

This article discussed two persons who are using new technologies to become employed in fields that were once taboo.

(Disabled USA. Fall 1982)

216 Interviewing The Disabled Job Applicant

Normal procedures may not be sufficient when interviewing an applicant with a disability. This is not to say that all disabled people should receive special treatment or that regular interviewing techniques should be abandoned, however, some specialized insights and skills are required.

(Personnel Journal, March, 1982)

217 Wage Permits For Handicapped Employees

A study by Abt Associates of the payment of less than minimum wages to disabled persons in sheltered workshops or private sector employment.
(Study prepared for Handicapped Employment Program, Ontario Ministry of Labour)

300 - ACCOMMODATIONS, AIDS AND ADAPTATIONS

300 Adaptation Of Jobs For The Disabled

An International Labour Office publication providing a practical guide to ways of improving useful employment of the disabled by applying the principles of job adaptation and ergonomics to the job.
(International Labour Office - Geneva)

301 Physical Demands Analysis (P.D.A.)

Guidelines for employers on incorporating physical demands analysis of jobs into their personnel systems.
(Handicapped Employment Program)

302 Physical Demands Analysis Form (Check List)

This Check List is to be used at the job site in order that the physical demands of the job and work environment can be recorded as observed.
(Handicapped Employment Program)

303 The Impact Of Technology On Vocational Rehabilitation

This paper discusses a new system to facilitate reintegration of persons with a disability into general employment "Abilities and Requirement Profiles".
(Ertomis - Foundation of Germany) (May 1984)

304 How To Accommodate Workers in Wheelchairs

A selection of ideas on machine and building modifications to help employers comply with the law and keep handicapped workers safe.
(Job Safety and Health - 1976)

305 Affirmative Disabled Action Program, Toronto, - A.D.A.P.T

A revised checklist (Feb. 1982) to provide employers with an initial assessment tool of their own buildings, and work settings to determine changes that need to be made to make the site barrier free.
(Associated Planning Consultants - February 1982)

306 Job Matching: The Assessment Of Individuals For Work - A Discussion Paper

The concept of "fitness for work" affects every person in our society who wishes to work. Can an individual perform the work required in the job? Every member of the labour force has been judged on this question. Each person who wishes to enter or re-enter the labour faces this issue. Fitness for work assessments are relevant to the entire work force and all stages of the employment process. Variations may occur where in-depth assessments are needed to resolve more complex fitness questions posed by significant impairment. This paper describes current worker assessment practices and recommends the implementation of job matching techniques (PDA/FCA). Job matching is the assessment of the functional capacities of an individual (FCA) in relationship to the physical demands of a job (PDA).
(Prepared for HEP by Abt Associates of Canada)

307 A Valid Procedure For Testing The Physical Abilities Of Job Applicants

This article discusses a procedure for testing the physical abilities of job applicants and the reason behind such a procedure.
(1978)

308 About Barriers

A general overview about barriers and how solutions can be obtained.
(Access America)

309 Accessibility

Information compiled by the Ontario March of Dimes on the accessibility of buildings according to specific building codes.
(Ontario March of Dimes - April 1981)

310 Enabling The Disabled

Defining jobs accurately, matching skills carefully, and making reasonable adjustments to the needs of the disabled. Help them do the good jobs they want to.
(Harvard Business Review, v. 60, no. 4, July - Aug. 1982)

311 Technology: A Tool To Facilitate The Career Development and Employment Of Hearing Impaired Individuals

In today's rapidly changing technological society, disabled people need to develop the appropriate technical, personal, social, and communication competencies for entry into, and accommodation in, the workplace. Technology can facilitate the career development of disabled individuals.
(J. Rehabilitation - July - Sept. 1983)

312 Employment Aids For Persons With Visual Disabilities

The material in this manual is presented with the intent of acquiring interested parties with the available aids which have specific applications in developing and expanding employment opportunities for persons with visual disabilities.

(Handicapped Employment Program - January 1985)

Also see the Barrier Free Design Kit mentioned in Section Two.

400 - DISABILITIES

Physical Disabilities - 400A

A1 Blind Workers: A Matter Of Perspective

In this article, widespread misconceptions concerning the function and the ability of the blind in society and in the workplace are discussed by the author through the eyes of a placement officer.
(Marshall, Patricia. Manpower, v. 6 no. 7, 1974, p. 14 - 20)

A2 Ending The Myths About Blind Workers

A Financial Post journalist combats the preconceived ideas about blindness and the low expectations employers hold of how effectively the visually impaired can perform in the labour force. A section on the function of the C.N.I.B. Industrial Training Workshops is included as is a guide for co-workers in their treatment of a blind person working alongside them.
(Jackson, Basil. Labour Gazette, v. 75, no. 7, 1975, p. 453-4)

A3 In California, Social Reform Starts At Home

This article discusses the objectives of, and the services and communication linkages provided by the Deaf Counselling, Advocacy and Referral Agency (DCARA), a consumer based, multi-service centre, committed to aiding deaf and hearing impaired residents in northern California's Bay Area.
(Hoye, Pamela)

A4 Blindness And Blind People

A "BOOST" (Blind Organization of Ontario With Self-Help Tactics) publication which outlines the Organization's main concerns; specifically, with public education, employment and legislative advocacy.
(BOOST, SUITE B3 - 597 Parliament St., Toronto M4X 1W3)

A5 Heart Patients At Work - The Road Back

An account of a cardiac seminar sponsored jointly by the President's Committee on Employment of the Handicapped, the American Heart Association and the National Fraternal Order of Eagles. The article stresses the importance of the work evaluation test for heart patients returning to the job and includes sections on specific services available as well as a list of agencies to be contacted for health and rehabilitation services.
(The President's Committee of Employment of the Handicapped, Washington, D.C., 20210, 1975)

A6 TAPS Would Sound The End Of Epilepsy Bias

This article discusses the efforts of the Training and Placement Services Project (TAPS) in placing persons with epilepsy in jobs and in educating the community about the causes, symptoms and treatment of epilepsy. Particular emphasis is placed on the capacity of epilepsy to be controlled so that epileptics may, for the most part, lead productive, normal lives.
(Worklife, v. 3, no. 10, October 1978, p. 21-24)

A7 So You've Hired Someone With A Hearing Impairment

A booklet which attempts to answer questions employers may have concerning the hiring of a hearing impaired person. Specifically, the article deals with the best methods of communication and with ways of making the working situation comfortable to the deaf employee, the employer and to other employees.

A8 Hiring Persons With Hearing Impairment

The purpose of this booklet is threefold; one, to help increase understanding of persons with hearing impairments; two, to help all those who are called upon to give assistance to hearing impaired persons in their quest for employment or in their desire to prepare themselves for jobs, and three, to aid employers who either hire or plan to hire hearing impaired persons.
(Governor's Committee for Employment of the Handicapped, Sacramento, California, 95814)

A9 Workers With Cystic Fibrosis

His name is Terry Davis, he is enthusiastic, conscientious, has the training and skills your company needs. He has cystic fibrosis, a chronic condition which can cause coughing and wheezing. Should you hire him? Read these facts.....
(The President's Committee on Employment of the Handicapped)

A10 Workers With Diabetes

One of your most productive employees, Mike Soares, age 32, has just stopped by the office and stated that his doctor told him he has juvenile diabetes.

Mike claims the condition won't affect his work, but will it? And how can you have juvenile diabetes at 32? Will he still be as productive. Read these facts.....
(The President's Committee on Employment of the Handicapped)

A11 Workers With Muscular Dystrophy

You're a Personnel Office and you are reading over a job application. Muscular Dystrophy? Should you hire this person? Read these facts.....
(The President's Committee on Employment of the Handicapped)

A12 Workers With Multiple Sclerosis

What? Multiple Sclerosis? We can't use him (or her): Downhill, downhill all the way. That's the thinking of a great many employers about a disease of the nervous system called Multiple Sclerosis. For the most part they are wrong. It is not downhill all the way. Yet, because employers think it is, a lot of men and women with Multiple Sclerosis, well able to work, are not getting a chance to work. This paper hopes to set the facts straight.
(The President's Committee on Employment of The Handicapped)

A13 Parkinson's Disease And The Employability Of People With Parkinson's Disease

The employment situation, these days, is bleak. People with Parkinson's Disease encounter unique problems and stigmas, in their jobs, on account of their disease. These problems and stigmas are documented in this report, and some solutions will be suggested.
(Parkinson's Foundation - Peterborough Chapter - Aug.)

A14 The Epileptic - An Employment Perspective

The general employment picture for persons with epilepsy is changing, as the Hicks' study and the latest gallup poll have demonstrated. Favourable trends and some breakthroughs are occurring. Businessmen's attitudes are changing, as management is becoming more personally involved in community health and welfare programs. Owners and managers of companies determine hiring policy and employment practices, and it is therefore mandatory that they fully comprehend the needs and the truth about the individual with epilepsy.
(Journal of Rehabilitation - March - April, 1987)

400B - MENTAL RETARDATION

B1 Mental Retardation

This article provides an overview of mental retardation, as well as some excellent suggestions for the employer on how to place the mentally retarded worker in a job. It includes methods of accommodation, some job restructuring tips, and a few contact agencies for employer questions, aids and financial support.
(The San Diego County Human Relations Board)

B2 Mentally Handicapped

A series of very positive illustrations of mentally handicapped workers performing work with which they can cope-indeed, in which they often excel - and which affords them both dignity and independence.
(Association of Disabled Professionals, Radar, 1979)

B3 Guide To Job Placement Of Mentally Retarded Workers

This is a guidebook which presents some basis facts about mentally retarded workers and their abilities. It is designed to be helpful and informative to employers, personnel directors, vocational rehabilitation people, placement specialists and all other involved in helping retarded persons find their rightful place in the world of work.
(The President's Committee on Employment of The Handicapped, 1976)

B4 Mentally Retarded Persons In The Open Job Market

The article discusses the right and the ability of mentally retarded persons to enter full time, competitive employment.
(Personal Journal, May, 1977)

B5 He's Retarded But You Can Trust Him With A Million

The article discusses the Canadian Association for Mentally Retarded's attitude toward deinstitutionalizing the retarded. The C.A.M.R. feels that, through training, many retarded citizens could become useful members of the economy instead of shut away in institutions. Case histories are used to illustrate the points made.
(The Financial Post, Janury 26, 1974)

B6 Untapped Talents - An Employer's Guide To Successfully Employing Workers With Intellectual Disabilities

Many people with intellectual disabilities (Mental Retardation) are now trained to succeed in an everyday work environment. This guide gives employers insight into what these valuable workers can do. It also shows that the fears and concerns of most people who are unfamiliar with this pool of workers are quite unfounded.
(Handicapped Employment Program - 1986)

400C - LEARNING DISABLED

C1 Employment And Learning Disabilities

A handbook designed to assist employers to identify, understand, evaluate and modify to accommodate, "Learning Disabled" adults in the workplace.
(Toronto Learning Centre - 1982)

C2 Career Education For The Learning Disabled - Where Are We Now?

Meeting the unique career education needs of the learning disabled requires appropriate, systematic models for career education development. Currently, few such programs are available because of the reluctance of secondary learning disabilities teachers to abandon the remedial academic model. The author traces some of the current trends in career education for the learning disabled and presents a model for providing career education to secondary learning disabled students.
(Learning Disability Quarterly - Vol. 3 - Winter - 1980)

C3 LD Adults: The Inside Story

Those who have lived and coped with the variety of supposedly deficient behaviour can more easily relate to what is going on from the inside. The input of the feelings from the inside is necessary for a more accurate interpretation of the observed behavious of LD individuals. The feelings are both physical and emotional. The behaviour is individual, but with common feelings and ideas. It is hoped that this inside story will help draw service and knowledge closer together for all LD people
(Academic Therapy - March 1981)

C4 Employment Considerations For Learning Disabled Adults

This article shows how rehabilitation counsellors can help learning disabled people find and keep jobs and persuade employers to hire them. "Interviewing For Information", a non-traditional job-hunting technique, is discussed. Strengths of learning disabled people, as well as the importance of avoiding the idea of disability in choosing jobs, is pointed out. Examples of reasonable accommodations and techniques for helping socially unskilled employers are given.
(Journal of Rehabilitation - Apr. - Jan. - 1984)

C5 Learning To Work: A Story By A Learning Disabled Person

This article is about a young woman who is learning disabled. It shows the frustrations that she encounters in the workplace and the methods that she enlisted in coping with those frustrations. Also included in the article is a list of suggestions on how to cope in the workplace for a person with a learning disability.
(America Rehabilitation, V. 9, No. 1, Jan. - Mar. 1983)

C6 Have You Ever Known A Perceptually Handicapped Adult?

There are things an employer, counsellor or vocational educator can do to help the young adult function well and become a productive worker. This article gives an explanation with suggestions for employers.
(The Canadian Association For Children and Adults with Learning Disabilities.)

C7 Learning Disabilities And Employment

This article gives an overview of why a person with a learning disability has a difficulty finding and retaining employment and some of the attitudes that they face.
(The Canadian Association For Children and Adults with Learning Disabilities.)

C8 The Learning Disabled Adult

One of the prevailing myths in learning disability field is that adults adjustment is related to how successfully the school system has remediated the child and adolescent. This article discusses this and other factors contributing to adjustment.
(The Canadian Association For Children and Adults with Learning Disabilities.)

C9 Nobody's Perfect: An Employer's Introduction To People With Learning Disabilities

Increasing numbers of employers are becoming aware of the skills and potential of workers with learning disabilities. The Purpose of this guide is to define learning disabilities, to offer clues to help employers recognize learning disabilities and to suggest accommodations and supervisory techniques.
(Prepared by the Handicapped Employment Program)

C10 Design For Success. An Employer's Guide To Learning Disability

How to recognize learning disabilities and the learning disabled employee. Some positive steps you can take and suggested accommodations.
(Prepared by the Ontario Association of Children and Adults with Learning Disabilities for HEP.)

400D - DISABILITIES - MENTAL DISORDER

D1 Affirmative Action Programming For Persons With Disabilities Section VII - Psychiatric Disabilities

This article provides a general overview of psychiatric disabilities and what they are. Suggestions for employers who are considering hiring the mentally restored are also included.
(San Diego County Human Relations Commission - September 1976)

D2 Mental Disorder/Mental Handicap

There is still confusion in the minds of the public as to what the differences are between mental illness and mental retardation - between mental disorder and mental handicap. This article works to clarify this confusion.
(Canada's Mental Health, December, 1981)

D3 Partial Employment For Persons With Chronic Mental Illness

This paper discusses one possible approach to employing those with chronic mental illness in the context of a "partial employment project" mounted by the Strathcona Community Centre Care Team in co-operation with the department of Manpower and Immigration.

D4 Guide To Job Placement of Mentally Restored People

As the number of restored workers grows and their contracts increase, more and more persons will learn first-hand of their value in business and industry. Then it will be clear that the fact of past mental illness alone is no bar to successful job placement or acceptable performance on the job.
(The President's Committee on The Employment of The Handicapped) M77

D5 So You're To Hire A Mentally Restored Person

American Psychiatric Association points out that old ideas of total rejection of ex-mental patients are melting away. Companies can't afford to pass up skilled manpower, even those with histories of mental illness.
(President's Committee on Employment of The Handicapped)

D6 It Makes Sense: The Employer's Guide To Hiring People With Psychiatric Disabilities

This guide provides practical advice and information about hiring and integrating people with psychiatric disabilities. It also examines some of the concerns and misconceptions that can be barriers to securing or retaining a job.
(Community Resources Consultants of Toronto - September 1984)

D7 Respond To: Mentally Restored Workers

Sometimes people get so intent on categories that they lose sight of the human beings behind the category, and of what those human beings are capable of doing.
(The President's Committee on Employment of The Handicapped)

D8 Disabled And Unemployed

Alistair Crine reveals that employment opportunities for mentally disabled people range from patchy to non-existent.
(Mind Out - February 1981 - England)

D9 Restored Assets - An Employer's Introduction To Emotional And Mental Problems

This guide has been prepared to help employers increase their understanding and knowledge of emotional and mental problems. To answer frequently asked questions, talks about appropriate placements and job accommodations and offers hints for interaction.

(Handicapped Employment Program - 1986)

500 - GOVERNMENT AS EMPLOYERS

500 Employment Of Handicapped Persons In The Ontario Public Service - Handicapped Employment Program, Ministry Of Labour, 1981-82

This booklet provides information on the Ministry of Labour program, the government-wide program co-ordinated by the Civil Service Commission, as well as, an attached statement on the Ontario Public Service Policy.

501 Employment Of The Handicapped In The Federal Public Service

Discussed in the article are the effort of Treasury Board President, Robert Andras in launching a major federal government campaign to provide equal employment opportunity for the physically and mentally handicapped in Canada.

(Labour Gazette - August 1978)

600 - HUMAN RIGHTS

600 Human Rights Code, 1981
Status Of Ontario, 1981 - Chapter 53

This edition is prepared for purposes of convenience only, and for accurate reference recourse should be had to the statutes.

601 Summary Of Provisions In The Ontario Human Rights Code Discrimination Because Of Handicap

The summary includes an inclusive description of the Ontario Human Rights Code with respect to handicap.
(Ontario Human Rights Commission)

602 Think Rights! Discrimination Based On Physical Handicap Is Prohibited

This bilingual pamphlet gives examples of possible acts of discrimination against the disabled individual and suggestions of how to cope.
(Canadian Human Rights Commission)

603 Building Requirements For Handicapped Persons

Requirements that are listed in the Ontario Building Code.
(Ministry of Municipal Affairs and Housing - 1986)

604 A Guide To The Ontario Human Rights Code, 1981

This booklet has been prepared to help people of Ontario know and understand their rights and obligations under the Human Rights Code 1981, a statute which by the very nature of the Rights it protects, is technical.

What Are Your Rights! - 605-609

The following booklets present in one place, easily understood information about many important laws, benefits and programs, in Ontario.

605 What Are Your Rights! - Developmental Handicap

606 What Are Your Rights! - Hearing Impairment

607 What Are Your Rights! - Physical Disability

608 What Are Your Rights! - Psychiatric Disorder

609 What Are Your Rights! - Visual Impairment

610 Protection Because Of Handicap

This article contains an overview of the Ontario Human Rights Code, 1981, and some of the effects concerning employers.
(Personnel Association of Ontario - Perspectives - November 1984)

700 - INFORMATION FOR JOB SEEKERS

700 The Interview Game - 10 Tips To Help You Get A Job

This article, directed towards the job seeker, concentrates on the art of being interviewed and discusses the three types of interviewing techniques. Tips on researching prospective employers and on how to best present yourself to them in the interview are also given.
(Skyward, March 1981)

701 It's Up To You...Disabled People Can Work! Job Hunting Hints For The Handicapped

Attitudes and disability of both the employer and job applicant are examined in this booklet. A sample resume is included as well as some tips to keep in mind for the interview.
(Ontario Ministry of Labour - HEP)

702 Guide to Programs and Services for Disabled Persons in Ontario

A brief description of each program or service for disabled persons is provided and additional information is available from the Ontario Government Ministries, Agencies, Boards, Commissions and your Local Community Information Centre.

703 Options - The World Of The Handicapped

This publication provides the disabled with a number of resources to further education, find employment, provide financial assistance and the like. It is directed not only toward employment but family needs as well.
(Options - Vanier College 1979)

704 Job Seeking Skills: A Curriculum And Guide

This document outlines a Job Seeking Skills seminar for the disabled. The agenda of the five day seminar is laid out and includes such things as; writing a resume, preparing for an interview and improving communication skills. Several exercises are included and would be useful to the individual job seekers.
(Stout Vocational Rehabilitation Inst. - Wisconsin)

705 The Self-Concept Of Disadvantage: Factors Which Facilitate Or Hinder Change

The successful performance of many actions, is often dependent not only on the nature of the action and other external factors, but also on the individual's perception of his own ability to do the action.
(Dept. of Sociology - University of Niagara)

706 Learning Disabled - Tips On Getting And Holding A Job

This article contains some of the do's and don'ts when looking for employment, as well as tips on holding a job.
(The Canadian Association For Children and Adults with Learning Disabilities)

707 Taking Aim: Job Search Strategies For People With Disabilities

This handbook is designed as a practical step-by-step guide for job seekers with disabilities. It describes planning, preparation and strategy in an easy-to-read format. For those willing to work at an independent job hunt, this guide will prove to be an invaluable tool.
(Prepared for the Handicapped Employment Program - 1986)

NOTE: Taking Aim is available without charge to individual job seekers in the Province of Ontario. Requests from out of Province should be accompanied by a money order or certified cheque, payable to **TREASUER OF ONTARIO**, for $10.00 per copy.

800 - ORGANIZED LABOUR

800 Industry Labour Council - Facts About Membership Service

This council, located in the U.S., works to provide employers with information regarding the handicapped such as facts about affirmative action, barrier removal and job accommodation. The article explains the council's services and how to take advantage of them.
(Industry Labour Council - U.S.)

801 Canadian Labour Congress Action Plan For Disabled Persons

The CLC has committed itself to working for the disabled in dealing with the federal government. This paper sets out the guidelines which enable its membership to embark on their plan of action along with CLC's policy statement.
(Canadian Labour - September 1981)

802 Canadian Labour Congress - Policy Statement on the Disabled

The CLC advocates that the labour movement must pay special attention to the needs of a significant number of trade unionists who become disabled each year, many of them as a result of work-related accidents.
(CLC)

803 Disabled Coverage Weak Link

The Canadian Union of Public Employees, states that sickness and disability coverage is not as broad as it could be. This article examines CUPE's grievance and the needs for better coverage.
(Benefits Canada)

804 Contract Clauses Regarding The Handicapped

This brief article gives several examples of contract clauses which could be useful in a collective bargaining agreement.
(Human Resources Development Institute - AFL-CIO)

805 Ontario Federation Of Labour - Statement On Employment Of The Disabled

The OFL discussed discrimination, Human Rights and Affirmative Action for the disabled. How they stand on these issues is presented in several OFL recommendations.
(OFL - November 1981)

900 - REHABILITATION

900 Employment Problems Of Disabled Persons

This article discusses the problems faced by the one in seven Americans who are disabled but are also handicapped by limited education and work experience and hence, suffer disproportionately in a slack labour market.
(Monthly Labour Review - March 1977)

901 California State Department Of Rehabilitation - California Social Benefit - Costs Analysis For The Fiscal Year 1977-78

The analysis provided in this article shows a positive cost-benefit ratio for all major disability groups, including the severely disabled.

902 Early Vocational Intervention For The Severely Handicapped

This article addresses issues related to the current philosophy of service delivered systems which prepare the severely handicapped to be productive and self-supporting. Problems with current intervention systems are presented based on the current work status of severely disabled persons. An alternative service delivery system is proposed which includes rationale and guidelines for early vocational intervention.
(Journal of Rehabilitation - Jan./Feb./March - 1983)

903 Job Analysis And Workplace Design Resources For Rehabilitation

To improve the employment outcomes of persons with disabilities, vocational rehabilitation must utilize the skills of a wide variety of professions. One of the newer members of this rehabilitation team is the industrial engineer. Skills of the industrial engineer such as job analysis and workplace design provide the basis for identifying job opportunities and removing workplace barriers. This article describes different methods of job analysis in terms of the information they can provide industry in its efforts to accommodate workers with disabilities. A specific application of the physical demands analysis method recently developed by the materials development centre (University of Wisconsin - Stout) is discussed. The method provides the industrial engineer with easy-to-use checklists for evaluating job tasks and facilities.

(Rehabilitation Literature, v. 44, July/August - 1983)

904 Psychosocial Aspects Of The Adult Learning Disabled Person In The World Of Work: A Vocational Rehabilitation Perspective

Various vocational alternatives available to adult learning disabled persons are examined, along with suitable intervention strategies which may be utilized by the Vocational Rehabilitation Counsellor.

905 Educating Employers To Hire Disabled Workers

In order for job placement to be performed effectively and efficiently, locating or developing job openings is a crucial prerequisite. Rehabilitation personnel and particularly counsellors, generally have expressed that neither job development nor placement are activities they are prepared to perform or have time to pursue. The purpose of this manuscript is to offer three possible contact sources which rehabilitation personnel can utilize, private industry councils, employment agencies, and insurance carriers. Each of these groups not only is more familiar with the needs of employers than rehabilitation personnel typically are, but, their expertise can be utilized by rehabilitation personnel to educate employers to the cost benefits of hiring disabled workers.
(Journal of Rehabilitation - v. 49 - July/September - 1983)

906 Perceived Differences In The Job Potential Of Individuals With Visible & Non-Visible Disabilities

A preliminary study was conducted to investigate the differences in 11 employers and 25 rehabilitation counsellors' perceptions of the types of jobs that an individual with a visible and non-visible disability would be capable of performing. Both groups viewed videotapes of one individual with a visible disability and another individual with a non-visible disability. Findings of this study indicate that there were some significant differences in employers' and rehabilitation counsellors perceptions of job potential for both the person with the visible disability and the person with non-visible disability. Discussion included possible reasons for these differences and ramifications for the job placement of disabled persons.
(Journal of Rehabilitation - v. 49 - Oct. Dec - 1983)

907 Manpower Policy And The Disabled Person: An International Perspective

It is the purpose of this article to identify potentially meaningful developments in other countries that may assist in dealing with the pervasive problem of unemployment experiences by many disabled persons in the United States. **(Rehabilitation Literature - v. 43 May/June - 1982)**

1000 - STATISTICS ON EMPLOYMENT

1000 Report On The Employability Of The Handicapped

Included in this report are the major statistical and attitudinal highlights of the survey prepared by the Canadian Chamber of Commerce, together with some general commentary relating to available government programs in this area.

(Canadian Chamber of Commerce - Health & Welfare Canada September, 1975)

1001 The Origins Of The Disabled Person's Employment Quota And Its Symbolic Significance

This article gives an overview of the quota system in the United Kingdom.

(Journal of Social Policy - April 1980)

1002 Employment Statistics

Insurance costs, safety and productivity are some of the many important issues to be considered when hiring a new employee. The results of two major studies on employment of the physically disabled provide some very interesting data.

(Canadian Human Rights Commission)

1003 Countdown On Hiring The Handicapped - Summary Of Major Studies

This one-page summary outlines briefly, the progress of the major American and Canadian studies concerned with the employment of the Handicapped.

(Personnel Journal - March 1978)

1004 Disabled People And Their Employment

A review of research into the performance of disabled at work, stressing the importance for people of having a job equal opportunities in life.

(University of Aston - 1979) (USA)

1100 - TRANSPORTATION

1100 Transportation For The Physically Disabled

A summary of the government of Ontario's commitment to developing and improving urban transportation services for the physically disabled in Ontario. The booklet covers aspects of eligibility of individuals, system operation, and expenses eligible for provincial support. **(Ministry of Transportation and Communications - July 1984)**

400E - WOMEN WITH DISABILITIES

E1 Women And Disabilities: An International Perspective

In developing countries, a major cause of disability in women is malnutrition: often baby girls are given only scraps of food not wanted by the males. Other similarly startling facts are revealed in this article, which examines the health/disability status of women in several countries throughout the world. Attitudes, educational opportunities, employment trends, and services/benefits available (or not) in different areas are discussed, and their importance to society analyzed.
(Rehabilitation Literature - July - August 1982)

E2 Employment Issues For Women With Disabilities

A 47.8 percent unemployment rate exists for women with disabilities having pre-disabled work histories - a disturbing figure, amplified by typically low wages among those women who do find meaningful employment.

Viewed by the author as an issue of major importance, employment status of women with disabilities is examined with an eye to future planning. Problems in employment of women with disabilities are first analyzed, with career choice processes and assistive supports discussed. Job and career options are identified, and an overview of the current service system provided. Finally, a number of positive "Avenues To Progress" are presented.
(Rehabilitation Literature - July - August 1982)

E3 Disabled Women: A New Issue In Education

This paper focuses on the concerns of women with disabilities as they progress through the educational system. Girls who are blind, deaf, or mobility-impaired face many problems of rejection, not only possibly by their parents, but by public school personnel when they are "mainstreamed". While there are social and academic advantages to the residential schools, disabled girls often become trapped into traditional and stereotyped curricula. When disabled women enter college, they often face difficulties with negative peer attitudes and misunderstandings with Professors and Administrators, as well as lack of process to the campus. These concerns are no less complicated by the fact that few successful and achieving role models for disabled women exist.
(Journal of Rehabilitation - January - March 1984)

E4 Disabled Women and Employment

For disabled women, the burden of income bias, in addition to environmental and attitudinal barriers, compounds a unique struggle for equal opportunity in the work force. Motivation to continue this fight for rights on two fronts calls for recurring inspiration. Thus, the issue of disable women and employment bears discussion.
(Rehabilitation Digest - Fall 1983)

E5 Women With Disabilities In Employment: A Think Tank

(Executive Summary) In light of the increasing interest in disabled women's issues and the high unemployment rate amongst women with disabilities, PUSH Ontario, the Handicapped Employment Program and The Ontario Women's Directorate co-sponsored a Think Tank on women with disabilities. Women from throughout the province identified problems that women with disabilities face in employment and proposed strategies on how those problems should be addressed.

(Sponsored by: Persons United For Self-Help Ontario, Handicapped Employment Program - Ontario Ministry of Labour, Ontario Women's Directorate - June 1985)

SECTION FOUR

OUTREACH RECRUITMENT LISTS

AND

EMPLOYER RESOURCE GUIDES

1300 OUTREACH RECRUITMENT LISTS AND EMPLOYER RESOURCE GUIDES

OUTREACH RECRUITMENT LISTS

1301 DURHAM

1302 KINGSTON

1303 NIAGARA REGION

1304 OTTAWA

1305 SAULT STE MARIE

1306 SUDBURY

1307 TORONTO

1308 WINDSOR

EMPLOYER RESOURCE GUIDES

1320 HAMILTON-WENTWORTH

1321 NIAGARA REGION

1322 WATERLOO REGION

1323 PETERBOROUGH

SECTION FIVE

FILMS & VIDEOS

FILMS

The following films may be borrowed from the Handicapped Employment Program (416) 965-2321:

"ON THE LINE" - **16mm Film 20 minutes**

The film highlights the results of two programs to hire persons with disabilities in two plants owned by the International Telephone and Telegraph Company (ITT). One group is comprised of hearing impaired and the other of vision impaired. The film helps to dispel myths about what the blind or deaf person can and cannot do.

"FREE DIVE" - **16mm Film approximately 25 minutes**

A group of teenagers who are members of a Toronto scuba diving club and their success in making this sport a rewarding and exciting pastime.

"A DIFFERENT APPROACH" - **16mm Film 21 minutes - 3/4" Video**

Winner of 20 awards for excellence, including an Academy Award nomination. This film uses a musical comedy format, with a singing/dancing handicapped chorus, irreverent humour, and top TV celebrities.

"IT'S A NEW DAY" - **16mm Film 9 minutes - 3/4" Video**

A celebration of the new attitudes and new technologies available to disabled people to increase their integration into the mainstream of life, with an original song performed by singer/ composer Danny Deardorff.

FILMS

Approaches In Psycho-Social Rehabilitation

Approaches in Psycho-social Rehabilitation in an eight-part video series created at Fellowship House, The Psycho-social Rehabilitation Centre Inc. The purpose of the series is to demonstrate psycho-social methodologies and management of a community support network for severely emotionally disabled adults. For the professional, for educators, and for concerned citizens, the series presents workable service approaches for the community rehabilitation of this population.

Introduction To Psycho-social Programs
3/4" Video Tape - 35 minutes

Staff Role: The Generalist Model
3/4" Video Tape - 30 minutes

Social Rehabilitation Program
3/4" Video Tape - 30 minutes

Pre-Vocational Rehabilitation Program
3/4" Video Tape - 30 minutes

Transitional Employment
3/4" Video Tape - 30 minutes

Residential Continum In The Community
3/4" Video Tape - 30 minutes

Involvement Of Community Groups
3/4" Video Tape - 30 minutes

Parents And Concerned Friends Organizations
3/4" Video Tape - 26 Minutes

SECTION SIX

ORDER FORMS

RESOURCE LIST

Should you wish to order any of the publications in the Resource List, please indicate the quantity in the space provided and return the list to this office. It would be appreciated if you would keep the quantity requested within reasonable numbers to enable the program to fill as many inquiries as possible.

STEPS TO OBTAIN INFORMATION

(1) PROVIDE YOUR ADDRESS:

NAME _____

COMPANY _____

ORGANIZATION _____

ADDRESS _____

CITY _____

PROVINCE _____

POSTAL CODE _____ _____

TELEPHONE _____

(2) RETURN ATTACHED ORDER FORM TO THIS OFFICE:

Handicapped Employment Program
Ministry of Labour
400 University Avenue - 10th Floor
Toronto, Ontario
M7A 1T7

(416) 965-2321

RESOURCE LIST - ORDER FORM

10 - HEP BROCHURES

ARTICLE	QUANTITY
10	_____
10F	_____
11	_____
12	_____
13F	_____
13	_____
14	_____
15	_____
16	_____
17	_____
18	_____
18F	_____

100 - AFFIRMATIVE ACTION

ARTICLE	QUANTITY
100	_____
101	_____
102	_____
103	_____
104	_____
105	_____
106	_____
107	_____
108	_____
109	_____
110	_____
111	_____

200 - ATTITUDE & AWARENESS

ARTICLE	QUANTITY
200	_____
201	_____
202	

200 - ATTITUDE & AWARENESS CONT'D

ARTICLE	QUANTITY
203	_____
204	_____
205	_____
206	_____
207	_____
208	_____
209	_____
210	_____
211	_____
212	_____
213	_____
214	_____
215	_____
216	_____
217	_____

300 - ACCOMMODATIONS, AIDS AND ADAPTATIONS

ARTICLE	QUANTITY
300	_____
301	_____
302	_____
303	_____
304	_____
305	_____
306	_____
307	_____
308	_____
309	_____
310	_____
311	_____
312	_____

RESOURCE LIST - ORDER FORM

400 - DISABILITIES

400A PHYSICAL

ARTICLE	QUANTITY
A 1	_____
A 2	_____
A 3	_____
A 4	_____
A 5	_____
A 6	_____
A 7	_____
A 8	_____
A 9	_____
A10	_____
A11	_____
A12	_____
A13	_____
A14	_____

400 - MENTAL RETARDATION

ARTICLE	QUANTITY
B 1	_____
B 2	_____
B 3	_____
B 4	_____
B 5	_____
B 6	_____

400 - LEARNING DISABILITIES

ARTICLE	QUANTITY
C 1	_____
C 2	_____
C 3	_____
C 4	_____
C 5	_____

400 - LEARNING DISABILITIES CONT'D

ARTICLE	QUANTITY
C 6	_____
C 7	_____
C 8	_____
C 9	_____
C10	_____

400 - MENTAL DISORDER

ARTICLE	QUANTITY
D 1	_____
D 2	_____
D 3	_____
D 4	_____
D 5	_____
D 6	_____
D 7	_____
D 8	_____
D 9	_____

400 - WOMEN WITH DISABILITIES

ARTICLE	QUANTITY
E 1	_____
E 2	_____
E 3	_____
E 4	_____

500 - GOVERNMENT AS EMPLOYERS

ARTICLE	QUANTITY
500	_____
501	_____

RESOURCE LIST - ORDER FORM

600 - HUMAN RIGHTS

ARTICLE	QUANTITY
600	_____
601	_____
602	_____
603	_____
604	_____
605	_____
606	_____
607	_____
608	_____
609	_____

700 - INFORMATION FOR JOB-SEEKERS

ARTICLE	QUANTITY
700	_____
701	_____
702	_____
703	_____
704	_____
705	_____
706	_____
707	_____

800 - ORGANIZED LABOUR

ARTICLE	QUANTITY
300	_____
801	_____
802	_____
803	_____
804	_____
805	_____

900 - REHABILITATION

ARTICLE	QUANTITY
900	_____
901	_____
902	_____
903	_____
904	_____
905	_____
906	_____
907	_____

1000 - STATISTICS ON EMPLOYMENT

ARTICLE	QUANTITY
1000	_____
1001	_____
1002	_____
1003	_____
1004	_____

1100 - TRANSPORTATION

ARTICLE	QUANTITY
1100	_____

RESOURCE LIST - ORDER FORM

1300 - OUTREACH RECRUITMENT LISTS & EMPLOYER RESOURCE GUIDES

ARTICLE	QUANTITY
1300	_____
1301	_____
1302	_____
1303	_____
1304	_____
1305	_____
1306	_____
1307	_____
1308	_____

EMPLOYER RESOURCE GUIDES

ARTICLE	QUANTITY
1320	_____
1321	_____
1322	_____
1323	_____

1400 - INFORMATION KITS

ARTICLE	QUANTITY
1402	_____
1403	_____
1404	_____
1405	_____
1406	_____
1407	_____